

## Marshall Management System (MMS)

### **What is the Marshall Management System?**

The MMS is a system that is made up from a set of directives and requirements that delineate how we do business at Marshall.

### **What are the implications for your Organization?**

The MMS requires that everyone follow the established requirements for:

- A systematic approach to doing business
- Constancy and removal of redundancy
- Understanding interfaces
  - Externally between organizations
  - Internally within organizations

The MMS implements requirements for:

- Regulatory requirements (environment, safety, health, Executive Orders, etc.)
- Higher Tier requirements (flow down from HQ)
- MSFC specifics – we set the requirements for how we do business

### **What are the Supervisor's responsibilities?**

The Supervisor is responsible for understanding the overall MMS and specifically issues related to job task and interfaces of their office and organization.

Supervisors need to understand the requirements for those individuals working for them.

### **What is available for the Supervisor to use?**

Marshall Integrated Document Library (MIDL):

- NASA Directives
- MSFC Directives
- Technical Standards
- Program and Project Requirements
- Organizational Issuances
- Forms
- Charters

### **What additional resources are available to assist the Supervisor?**

- The MMS team meets every month and more often if necessary
- Each organization has an MMS team member (Org Rep) that represents their organization. Everyone is welcome to attend the MMS meetings.
- The MMS team reports up to the Integrated Management Systems Board (IMSB)
- Organization Point of Contacts (POC) are listed on the ISO 9000 Website

**People to contact:**

MMS Organization Representative  
TBD (MMS Team Lead) 544-8361  
Mary DeMurray 544-1342

**On-line resources (websites):**

Marshall Integrated Document Library (MIDL): <http://midl.msfc.nasa.gov/>

ISO 9000 website: <http://iso9000.msfc.nasa.gov:9001/index.html>

**Key dates to remember:**

NQA Audits are performed every November and May

An annual internal audit is performed for each organization in accordance with the internal audit schedule. The latest schedule can be obtained from Warren Woods at 544-2275.